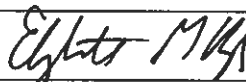


Department of Early Learning

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|----------------------------|---|---------------------|-------------------------------|---------------------------|
| Policy Title: | 10.6.10 Child Care Orientation Policy | | | |
| Procedure: | See Attached | | | |
| References: | WAC 170-296-0160 | | | |
| Applies To: | DEL Licensing Staff | Contact: | Provider Partnership Division | |
| Effective Date: | 11/1/09 | Review Date: | 11/1/11 | Created on: 5/1/09 |
| Reviewed: | <input checked="" type="checkbox"/> Licensing Policy Administrator <input checked="" type="checkbox"/> LPART <input checked="" type="checkbox"/> SAMs | | | |
| Other Review (list) | | | | |
| Director Approved: |  | | | |

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with RCW and WAC Washington State regulations. The term "child care facility" is used to indicate licensed family child care homes, child care centers and school age programs.

Purpose

Clarify and standardize the process for providing orientation training to potential child care licensees. Provide direction regarding orientation curriculum, length of training time, and the use of required forms for child care licensing. Expectations of DEL personnel are clarified in this policy and the attached "Child Care Orientation Procedure."

Policy

DEL personnel will adhere to all components of the attached Child Care Orientation Procedure. In addition, DEL personnel are expected to:

- I. Adhere to the approved child care orientation curriculum when delivering orientation.
- II. Adhere to the approved agenda for child care orientation, including the one-day time frame to conduct orientations.
- III. For potential family home child care licensees, administer the Family Home Child Care Survey. Registration to a family home child care orientation should not be finalized until the Family Home Child Care Survey has been completed, the non-completion of the Family Child Care Orientation Survey should not prohibit the registration.
- IV. Respectfully and in a timely manner communicate with potential providers who have potentially disqualifying information on the Family Home Child Care Survey.

Attachments

Family Home Child Care Survey
Orientation Registration Form